

**Part 10: Listen to the dialogues and fill in the missing parts. Answer the questions.**

**DIALOGUE 1**



**A:** I'm..... the manager is in a meeting at the moment.

**B:** No problem. Can I leave a.....?

**A:** Of course.

**B:** Please tell your manager I will..... again at 1 p.m.

**A:** ..... I have your name again, please?

**B:** ..... is Kate Garcia from SSS Trading.

**A:** Sorry. I didn't..... that. Can you ..... your last name, please?

**B:** It's G-A-R-C-I-A.

**A:** I got it. I'll..... him know you called as soon as he gets in.

1. Who was the caller?

.....

2. Where was the caller calling from?

.....

3. Who did the caller want to speak to?

.....

4. Could the caller speak to him?

.....

5. What did the message say?

.....